

Missouri Department of Public Safety
Office of the Director

FY 2003
JUVENILE ACCOUNTABILITY
INCENTIVE BLOCK GRANT

A program designed to promote greater accountability in the juvenile justice system with funding available for 16 identified program purpose areas.

JAIBG Program Description
and
Allocation Application

For the Project Year October 1, 2004 to September 30, 2005

Application Due Date:
Must be postmarked no later than Wednesday, May 12, 2004

Bob Holden
Governor

Charles R. Jackson
Director

DEADLINE



**APPLICATIONS MUST BE POSTMARKED
(By the Post Office or other Carrier Service)
NO LATER THAN Wednesday, MAY 12, 2004**

Please submit four (4) copies, your original, plus three (3) photocopies, of
your completed application

to:

Missouri Department of Public Safety
Director's Office
PO Box 749
301 West High Street
Harry S. Truman Building, Suite 870
Jefferson City MO 65102-0749

ATTN: Laura K. Malzner

APPLICATIONS MAY BE MAILED OR HAND DELIVERED

FAXED APPLICATIONS WILL NOT BE ACCEPTED

LOCAL GOVERNMENT APPLICANTS STATEWIDE APPLICANTS

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PROGRAM DESCRIPTION AND APPLICATION INSTRUCTIONS

Introduction

In 1997 Congress, through PL 105-119 and Title III of House Resolution 3, provided funds for States and units of local government to improve their juvenile justice systems. The goal of this legislative action is to promote juvenile offender accountability as well as to provide direction and support to reduce repeat offenses. The underlying premise is young people, their families, and the juvenile justice system as active participants; all are accountable in developing the community's quality of life. Sixteen specific program purpose areas are identified as appropriate venues to reduce the incidence and effect of juvenile crime and delinquency, and achieve safer communities.

NOTE: In Missouri, the term "juvenile" means an individual who is 17 years of age or younger. However, for this application, individuals who are under the original or extended jurisdiction of the juvenile justice system beyond the age of 17 are eligible to receive services under the JAIBG program.

Each subgrantee must abide by the statutory requirements of the Juvenile Accountability Incentive Block Grant and Office of Justice Programs Guidelines.

Funding

In Fiscal Year 1998, a total of \$250 million was appropriated to finance the Federal JAIBG program. Subsequent years funding has continued through the Appropriations process. The Department of Public Safety is the designated agency to administer Missouri's award. Missouri's allocation for FY2003 is \$2,852,100. The contract period for these grants will be October 1, 2004 through September 30, 2005. At least 75% of these funds will be passed through to local government units, or expended by the State on services of benefit to those local governments. Missouri is eligible to receive \$942,800.00 in FY2004 funding. The State is in the process of applying for this funding. Please note that this is a significant reduction in funding for the state. Therefore, all local government allocations will be reduced and some local governments will no longer be eligible for a direct award.

Local Government Allocations

Distributions to local governments are based on a formula combining law enforcement expenditure data and the average annual number of Uniform Crime Report part I violent crimes reported to the FBI by each unit of local government for the three most recent calendar years for which data are available. For this year of funding, 1999, 2000, and 2001 numbers were used. Two-thirds of each local government unit's allocation is based on the law enforcement expenditure data and one-third on the reported violent crime data, in a ratio based on the aggregate data for all units of general local government in the State.

Only cities and counties whose combined allocations are \$5,000 or more are eligible for a direct award. The base award, as determined by the formula indicated above, may be increased under certain circumstances. For example:

- The allocations of local government municipalities that are ineligible for a direct award have been reallocated to their county.
- Eligible local governments may decline participation in the block grant program: their declined allocations will be redistributed among the participating eligible units throughout the state on the basis of the existing distribution formula.
- Eligible local governments may choose to waive their allocation to a larger or neighboring eligible unit, which will use those funds for their combined benefit. Eligible local governments indicated their participation decision on their Local Government Participation Form previously sent to the Department of Public Safety.
- A number of eligible local governments may choose to form a regional coalition to pool their allocations by waiver and provide services over their combined service area. Eligible local governments indicated their participation decision on their Local Government Participation Form previously sent to the Department of Public Safety.

NOTE: No local government shall receive an allocation that exceeds 100% of the average law enforcement expenditures of such unit for the three most recent calendar years for which data is available.

Funds for Statewide Projects

Funds totaling approximately \$615,000 are available through a competitive grant process to units of local government, state agencies, or nonprofit agencies for the provision of serving juveniles throughout the entire State of Missouri for services conforming to the requirements of the block grant. **In order for a project to be considered for funding under this competitive grant process, research must have been done showing a need for this project and that the proposed programming works.**

Allocation Award Payments

All payments are made to the authorized payee on a reimbursement basis. Payment will be made upon receipt of monthly progress reports and monthly expenditure forms. **Failure to submit progress reports and expenditure forms by the 10th of each month (regardless of whether reimbursement is being requested that month) may result in termination of the grant.**

Program Purpose Areas

JAIBG funds may not be used for any other program, other than one appropriate in scope and intent, to the 16 specified program purpose areas:

1. **Graduated Sanctions:** Developing, implementing, and administering graduated sanctions for juvenile offenders (10% cash match).
2. **Corrections/Detention facilities construction:** Building, expanding, renovating, or operating temporary or permanent juvenile correction, detention, or community corrections facilities (50% cash match for renovation/construction; 10% cash match for all other projects under this purpose area).

3. **Court staffing and pretrial services:** Hiring juvenile court judges, probation officers and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system (10% cash match).
4. **Prosecutors (staffing):** Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and case backlog reduced (10% cash match).
5. **Prosecutors (funding):** Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders (10% cash match).
6. **Training for new law enforcement and court personnel:** Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime (10% cash match).
7. **Juvenile gun courts:** Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders (10% cash match).
8. **Juvenile drug courts:** Establishing drug courts for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and the integrated administration of other sanctions and services for such offenders (10% cash match).
9. **Juvenile records systems:** Establishing and maintaining a system of juvenile records designed to promote public safety (10% cash match).
10. **Information sharing:** Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice system, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts (10% cash match).
11. **Accountability:** Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies (10% cash match).
12. **Risk and needs assessments:** Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate the effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment to such offenders (10% cash match).
13. **School Safety:** Establishing and maintaining accountability-based programs that are designed to enhance school safety (10% cash match).
14. **Restorative Justice:** Establishing and maintaining restorative justice programs (10% cash match).

15. **Juvenile courts and probation:** Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing juvenile recidivism (10% cash match).
16. **Detention/corrections personnel:** Hiring detention and corrections personnel, and establishing and maintaining training programs for such personnel to improve facility practices and programming (10% cash match).

Program Assistance by Other Organizations

Local governments and other applicants are encouraged to utilize private, nonprofit, or community-based organizations in any of the specified purpose areas, but most particularly in purpose area 2 where the strengths of the private sector may prove most helpful.

Formula Expenditure by Purpose Areas

Unless a local government requests a waiver, not less than 45% of JAIBG funds must be allocated to program purpose areas 3-9 or 15, and not less than 35% must be allocated to program purpose areas 1, 2, or 10. In requesting a waiver from this distribution formula, the local government must certify, as a component of the Allocation Application, that the interests of public safety and juvenile crime control would be better served by expending the funds in the desired proportion. Please provide justification for this request on the form contained in this application packet.

Allocation Award Requirements

Local governments eligible for a pass-through allocation of JAIBG funds must establish a Juvenile Crime Enforcement Coalition to develop a Coordinated Enforcement Plan for reducing juvenile crime, have in place a policy for controlled substance testing of appropriate categories of juveniles within the juvenile justice system, and if the project is intended for a law enforcement agency, such agency must be in compliance with Section 43.505, RSMo. relating to Uniform Crime Reporting and Section 590.650, RSMo. relating to Racial Profiling.

Juvenile Crime Enforcement Coalition (JCEC)

The term “crime enforcement coalition” means a group of individuals representing, but not limited to: the police or sheriff; prosecutor, State or local probation services; juvenile court; schools, business, religious affiliated, fraternal, nonprofit, or social service organizations involved in crime prevention. A representative from each of these categories should be included, unless impractical, in which case a statement regarding the lack of inclusion of a representative category should be provided. Additional members representing appropriate categories in addition to those specified may be added. It is recommended that an appropriate existing board, such as a Juvenile Justice and Delinquency Prevention Title V Prevention Policy Board, be used, or supplemented, in developing your JCEC whenever possible **provided that each such coalition meets the membership requirements listed in this paragraph.** The role of this coalition is to establish a coordinated enforcement plan for reducing juvenile crime within their represented area of local government. Provide a list of each member of your local coalition, the organization they represent, their mail and telephone contact information, plus the Coalition’s meeting schedule. The Coalition must meet quarterly and sign-in sheets must be made available to the program monitor during the monitoring visit.

Coordinated Enforcement Plan

The local Juvenile Crime Enforcement Coalition shall develop a Coordinated Enforcement Plan. This plan is based on an analysis of juvenile justice system needs within the local government designated area. The analysis and subsequent plan determines the most effective use of funds within the 12 program purpose areas to achieve the greatest impact on reducing juvenile delinquency, improving the juvenile justice system, and increasing accountability for juvenile offenders. Provide the plan your coalition has developed to reduce juvenile crime and encourage accountability within your designated local government service area. Your plan should follow this outline and use the designated headings:

- A. Proposed Programs and Services: Specify the program and services to be provided by the use of JAIBG funds and present your rationale for their selection in view of the existing juvenile crime problem.
- B. Performance Measures: OJJDP requires performance indicator data from the states and sub-grantees in order to demonstrate the effectiveness of the JAIBG program. In this section, it will be necessary to detail the purpose area that is being addressed, the goals and objectives, and the performance indicators that will be used to measure program effectiveness.

NOTE: All of the information regarding purpose areas and performance indicators (i.e. output indicators, short-term outcomes, and intermediate-term outcomes) must be selected from the options outlined on the attached list (pages 33-43) , and detailed in the “Performance Indicator Worksheet” also attached. For all proposed activities, please review the performance indicators and definitions provided in the “Performance Indicators” listing, and select at least one output indicator, short-term indicator, and intermediate outcome for each purpose area. Your selection of activities and indicators should be based on appropriateness to the program as well as available resources.

The Performance Indicator Worksheet is included in the “Application Checklist and Forms” section of this packet (page 32).

- C. Impact of Proposed Programs and Services

Insert the following here: Explain what is anticipated to be the overall impact of the proposed programs and services on your service area, and how this community impact will be determined.

- D. Evaluation Procedure

Insert the following here: Describe the process to be used to determine the effectiveness of your program and the effect of your program on the juveniles served.

- E. Report of Success: Provide information regarding whether or not your goals and objectives have been attained to date. Include evaluation results from previous funding through the JAIBG program. **NOTE: This component is not applicable to new projects funded through the JAIBG program.**

Program Purpose Area Narrative/s

NOTE: If only one project within a single program purpose area is selected, the Coordinated Enforcement Plan will serve as your narrative description.

Provide a separate description for each program purpose area selected. Provide an abbreviated, concise response for each of your program purpose areas following the general outline for the Coordinated Enforcement Plan.

Budget Narrative

Be sure to address each budget line item in narrative form. Explain how EACH ITEM will enhance the program and why it is needed for the program. For example, if you are purchasing videos and workbooks for an anger management class, your budget justification might look something like this:

We currently are using outdated videos and do not have workbooks to supplement the videos. We feel that these videos are on topics that affect the youth in the program tremendously and would help them learn to control their anger and make better decisions thereby reducing their rates of recidivism.

*****This must be a separate section*****

Organizational Chart

Provide the organizational chart for your organization. If you have multiple projects through different agencies, you may need to provide more than one organizational chart.

Controlled Substance Testing Policy

Units of local government must have an established policy in place for controlled substance testing of appropriate categories of juveniles within the juvenile justice system prior to receiving their JAIBG award. An official policy not to test at the local government level is a legitimate juvenile controlled substance testing policy. Your juvenile controlled substance testing policy is a component of the JAIBG Allocation Application.

Letters of Support (this does not apply to pass-through applicants)

Three current letters of support must accompany applications for the STATEWIDE competitive applications. Letters that come separately will not be considered.

Compliance with Section 43.505, RSMo. (Uniform Crime Reporting)

If the project is intended for a law enforcement agency, such agency must be in compliance with the provisions of Section 43.505, RSMo. relating to uniform crime reporting. Section 43.505, subsection 3 states that "Every law enforcement agency in the state shall:

1. Submit crime incident reports to the Department of Public Safety on forms or in the format prescribed by the department; and
2. Submit any other crime incident information which may be required by the Department of Public Safety."

Section 43.505, subsection 4 states "Any law enforcement agency that violates this section may be ineligible to receive state or federal funds which would otherwise be paid to such agency for law enforcement, safety or criminal justice purposes."

Compliance with Section 590.650, RSMo. (Racial Profiling)

If the project is intended for a law enforcement agency, such agency must be in compliance with the provisions of Section 590.650, RSMo. relating to racial profiling. Failure to comply with these statutory regulations may result in the withholding of funds to the noncompliant law enforcement agency.

Cash Match Requirement

Federal funds may not exceed 90% of total program costs including any funds set aside for administration.

- Up to 10% of the local government award may be used for administrative costs; however, all funds used for administrative costs are subject to the 10% match requirement.
- Recipients of a JAIBG award must contribute, as a cash match, 50% of the total program cost for Construction and Renovation under Program Purpose Area 2 and 10% of the total program costs for equipment and operating costs under Program Purpose Area 2 as well as all other Program Purpose Areas.

The full cash match must be provided and obligated by the end of the project period. NOTE: There is no waiver provision for the cash match requirement.

Cash Match Computation

Not less than ten percent (10%) of the total program cost must be contributed as a cash match for all program areas other than the construction/renovation of permanent correctional facilities, which requires a dollar-for-dollar cash match. The total program cost is made up of the Federal award amount and the cash match.

To calculate your 10% match:

If your local unit of government was told that you are eligible for \$25,200, you would

- Multiply your **JAIBG award allocation amount** by 10 (example $\$25,200 \times 10$)
- Divide that number by 9 to determine the total program cost (example $\$252,000/9 = \$28,000$)
- Subtract your award amount from the total program cost to determine your cash match (example $\$28,000 - \$25,200 = \$2,800$)

In this example:

Total program cost is	\$28,000
Federal award amount is	\$25,200
Cash match amount is	\$ 2,800

Allowable Sources of Match

Funds required for the non-Federal portion of the cost of each program or project must be in addition to funds that would otherwise be made available for the program or project. The match must consist of monetary funds and cannot consist of in-kind services or contributions. Allowable sources include:

- State and/or the unit/s of local government
- Housing and Community Development Act of 1974
- Appalachian Regional Development Act

- Equitable Sharing Program, a Federal asset forfeiture distribution program to State and local officials
- Private funds

NOTE: Funds received from any federal fund source, other than those listed above, may not be used as a JAIBG cash match.

Supplanting

Supplanting means to deliberately reduce State or local funds because of the existence of Federal funds. An example would be: When State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose. A written certification must be provided by the applicant agency that Federal funds will not be used to supplant State or local funds. Federal funds must be used to supplement existing funds for program activities and not replace those funds that have been appropriated for the same purpose.

Reporting Requirements

Both a program progress report and a financial status report must be submitted to the Department of Public Safety by the 10th of each month. Failure to submit the required forms on time shall be taken as failure to adhere to the Acceptance of the Contract, and may result in termination. The financial expenditure forms must have actual costs. When requesting reimbursement please do not round and only use numbers to two decimal places. After the project is concluded, a final report is required. Monthly report forms will be provided after your application is approved and finalized by receipt of an Award of Contract. Audits covering each fiscal year in which JAIBG funds were received, expended, or obligated will also be required.

Sanctions for Non-Compliance in the Program

The JAIBG program is an accountability-based program intended to help youth referred to the juvenile justice system get back on track. Each program **MUST** impose graduated sanctions for non-compliance in the program. Programs for abuse and neglect cases and prevention programs are ineligible costs through the JAIBG program.

Budget

Provide a complete breakdown of the budget for implementation and operation of the proposed project. General instructions for completing the budget pages are printed at the top of each form. Please be sure to follow these instructions. Refer to the *Program Description and Guidelines* in Section 1 and the *Financial and Administrative Guidelines* in Section 3 for specific information on allowable and unallowable costs.

NOTE:

- While general amounts can be used for budgeting purposes, when requesting reimbursement, Per Diem is NOT allowed; only actual meal costs up to the budgeted amount will be reimbursed,
- Mileage logs must be kept,
- Anticipate your needs and budget accordingly,
- If more than one budget page per category is needed they should be numbered; for example, *Personnel 1 of 3, Travel 2 of 2, etc.,*

- Complete all sections of the detailed budget pages including the “Project Title” at the top of each page, and the final budget category total with the federal and local shares indicated at the bottom of the page of the first, last, or only budget category detailed budget page,
- If you are implementing more than one project in more than one purpose area, you will need to indicate on each budget page the purpose area for each line item listed. For example, the personnel page may read: Trackers (Area 7, Project 1) or the contractual page may read: Truancy Court Support Services (Purpose Area 11),
- Reimbursement will only be made for actual costs,
- **CHECK AND RECHECK YOUR MATH. The numbers in the Basis for Cost Estimate section must support the Total Cost section. For budgeting purposes only, you may round your budget figures as long as you provide a general basis for the cost estimate,**
- The Department of Public Safety has compiled a list of approved items to be listed as “Office Supplies”:

Office Supplies – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, typewriter ribbon, print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, blank tapes, blank floppy discs and blank cd’s, and pencil/supplies holder. *Any other item must be specifically requested and approved by DPS and designated as a separate line item.*

******Be sure that EVERYONE that works on the grant has a copy of your approved budget at all times. Before items are ordered or purchased, check to be sure that they have been included in your budget. Reimbursement will not be made for purchased items that are not included in your approved budget. Reimbursement will only be made up to the budgeted amount. If you overspend, you will not be reimbursed for the amount that you overspent. Budget revisions must be approved PRIOR to the purchase of ANY item that was not originally included in the approved budget, and PRIOR to the purchase of any item that is more expensive than the original budgeted amount if an increase will be requested. THERE ARE NO EXCEPTIONS TO THIS RULE******

Contract Period

The contract period for approved projects is October 1, 2004 through September 30, 2005.

Application Procedure

Applications must be received by the Department of Public Safety by **4:30 p.m , May 12, 2004** or postmarked no later than **May 12, 2004**. Note: Applications sent using office-based postage meters will not be accepted if received after May 12, 2004 since postage meters **are not** an acceptable proof of timely mailing. Applications received via facsimile or e-mail **will not** be accepted. Applications must be submitted to:

Department of Public Safety, Office of the Director
301 W. High Street
P.O. Box 749
Jefferson City, MO 65102
Attn: Laura K. Malzner

Application Review Process

Competitive Bid Process for Statewide Projects

A review panel consisting of the Program Manager, Program Specialist, and members of the Juvenile Justice Advisory Group (JJAG) will be set up to evaluate the applications for funding received by the deadline. The JJAG members cannot have a financial interest in the funding being considered.

The review panel changes for each grant process from year to year. This enables the Department of Public Safety to assure that more than one set of viewpoints is expressed and utilized in the evaluation process. The Department of Public Safety staff provides a source of continuity in the review panel process.

Applications will be review by designated panel members. The panel will then meet to discuss the applications. Each member will be asked to give his/her comments on the applications. Open discussion follows. If clarification is needed, the applicant agency will be contacted by telephone. Applicants will not be contacted if an item is missing from the application. The review panel will then come to a decision on the recommended funding level for each applicant.

In evaluating each application, the review panel will be asked to consider the following factors:

- Demonstration of need
- Demonstration that the project fits into one or more of the 16 specified program purpose areas
- Demonstration that the project will have a statewide impact. The project will be evaluated based on how effective the project will be in reaching the largest number of youth possible
- If the project has been previously funded, the application will be evaluated based on the accomplishments made with the previous award, and adherence to grant guidelines
- Adequate correlation between the cost of the project and objective(s) to be achieved
- Probability of the project to meet the identified goal(s)
- Demonstration that JAIBG funds will not be used to supplant state and local funds
- Demonstration that the applicant agency has met the local match requirements and has identified the source(s) of local match
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines
- Overall quality of the application

After considering these evaluation criteria, the review panel will make their recommendations. These recommendations will then be brought in front of the full membership of the Juvenile Justice Advisory Group for their approval. With the final approval of the Director of the Department of Public Safety, applicants will be notified at the end of August of the decisions made by the review panel.

Pass-through funding applications

Staff of the Department of Public Safety will review pass-through applications. In reviewing each application, the following will be considered:

- Demonstration of need
- Demonstration that the project fits into one or more of the 16 specified program purpose areas

- If the project has been previously funded, the application will be evaluated based on the accomplishments made with the previous award, and adherence to grant guidelines
- Adequate correlation between the cost of the project and objective(s) to be achieved
- Probability of the project to meet the identified goal(s)
- Demonstration that JAIBG funds will not be used to supplant state and local funds
- Demonstration that the applicant agency has met the local match requirements and has identified the source(s) of local match
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines
- Overall quality of the application
- Demonstration that the unit of local government will comply with the requirement of the Juvenile Crime Enforcement Coalition
- Demonstration that the unit of local government will meet the Formula Expenditure by Purpose Area or submit a waiver request
- Demonstration that the unit of local government will comply with the requirement that not more than 10% of the total grant award will be used for administrative costs related to the JAIBG program

After considering these evaluation criteria, DPS staff will make their recommendations. With the final approval of the Director of the Department of Public Safety, applicants will be notified in June of the decisions and will have the opportunity to make corrections to their grant application. If it is determined that a pass-through application submitted by a local unit of government does not meet the standards set forth through the JAIBG program, the Department of Public Safety will work with the unit of local government to revise their application in order to meet those standards.

Monitoring

The Department of Public Safety, Director's Office, will monitor all contracts to ensure appropriate fiscal and program records are being maintained. The contractor may be required to submit such monitoring information in writing to the Department of Public Safety, Office of the Director.

Regarding Construction/Renovation Projects

This information is intended to provide background and guidance in planning, implementing, and administering construction or renovation programs, and alert the applicant to a number of relevant provisions and requirements. Administration of construction/renovation programs by awarded applicants is to conform to the provisions of the Office of Justice Programs Office of the Comptroller *Financial Guide*.

Program Purpose Area 2 permits the "building, expanding, renovating, or operating temporary or permanent correction or detention facilities, including training of correctional personnel."

NOTE:

- All construction/renovation projects require a local government match of which the federal award cannot exceed 50% of the total project cost and is matched on a dollar-for-dollar basis.
- Under certain conditions, land acquisition expenditures can be used as local match.

Definitions:

1. Juvenile Correction Facility means any public or private residential facility that includes permanent or temporary construction fixtures designed to physically restrict the movements and activities of juveniles or other individuals held in lawful custody and that is used for the placement, after adjudication and disposition, of any juvenile who has been adjudicated as having committed an offense, any nonoffender (status offender), or any other individual convicted of a criminal offense.
2. Juvenile Detention Facility means any public or private residential facility that includes permanent or temporary construction fixtures designed to physically restrict the movements and activities of juveniles or other individuals held in lawful custody and that is used for the temporary placement of any juvenile who is accused of having committed a criminal offense.

According to the *Financial Guide*, construction means the acquisition, expansion, remodeling, and alteration of existing buildings and initial equipment of any such building or any combination of such activities (including appraisal, inspection or architects' fees, site preparation, **but NOT the cost of land acquisition for buildings**).

QUALIFICATIONS

When considering the use of award funds for construction/renovation projects, recipients and sub recipients must be cognizant of the following:

- Costs which are incurred as an incidental and necessary part of a program and which are for renovation, remodeling, maintenance, and repair costs which do not constitute capital expenditures are generally allowable but may NOT exceed 10 percent of total project costs.
- The total cost of a construction/renovation project includes the cost of site preparation, including demolition of existing structures. Any proceeds realized for site preparation activities (e.g. salvage value of structures demolished or the proceeds from sale of timber) shall be applied to the project (program income) and used to reduce the total cost of the project.
- Funds may not be obligated by subgrantees until they have contacted the Office of Justice Programs and assisted OJP in satisfactorily completing any applicable OJP procedures by complying with the National Historic Preservation Act, the National Environmental Policy Act, and other related federal environment impact analyses requirements.
- Payment of relocation costs shall be in accordance with the "Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970," USC 4601, et seq.

SPECIAL FISCAL CONDITIONS

Funds for construction or facility improvement, which require awarding of a contract amounting to \$100,000 or more to a private company or individual, shall require:

- A bid guarantee equivalent to 5 percent of the bid price. The bid guarantee must consist of a firm commitment, such as a bid bond, certified check, or negotiable instrument accompanying a bid, as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required with the time specified after the forms are presented to him/her.

- A performance bond on the part of the contractor for 100 percent of the contract price. “Performance bond” means a bond executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.
- A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to ensure payment as required by law of all persons supplying labor and material in the execution of work provided for in the contract.

PROFESSIONAL SERVICES

The customary fixed fee or profit allowance in cost-type contracts may not exceed 10 percent of the total estimated costs.

OTHER REQUIREMENTS

In addition to the requirements stated in the General Certified Assurances and the Financial and Administrative Guidelines of the JAIBG Program Description and Allocation Application, other conditions applicable to construction/renovation programs will apply. Selected State and Federal laws, rules, or regulations include, but are not limited to the following:

- Wage Laws:

The recipient and any of its subcontractors must comply with the Federal Labor Standards Act and the prevailing wage laws of the State of Missouri. Missouri’s laws are outlined in Chapter 290, sections 290.210-290.340 of the Revised Statutes. Additional information on these laws is available from:

Division of Labor Standards
Department of Labor and Industrial Relations
P.O. Box 449
Jefferson City, MO 65102-0449

Telephone access is 800/475-2130; their email address is laborstandards@dolir.mo.gov.

- Immigration and Naturalization Service Requirements

Recipients funded under this federal grant must agree to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9), to verify persons employed by the recipient are eligible to work in the United States.

- Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matter; and the Drug-Free Workplace Requirement (Applicable to awards of \$100,000 or more)

- Lobbying: The recipient, its principals, subcontractors or suppliers will not use Federal funds for lobbying and will disclose all lobbying activities.
- Debarment: It is required that the recipient, its principals, subcontractors or suppliers have not been debarred or suspended from Federal benefits and/or no such proceeding have been initiated against them; they have not been convicted of, indicated for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records,

making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

- Drug-Free Workplace: The applicant, its principals, subcontractors or suppliers will or will continue to provide a drug-free workplace.

Application Checklist, Instructions, & Forms

APPLICATION CHECKLIST AND FORMS

All appropriate portions of the JAIBG Allocation Application must be completed. Statewide applications will not include all components. The original application form, signed by the proper Authorized Official, with three copies, for a total of four (4), must be postmarked or submitted to the Department of Public Safety no later than 4:30 pm Wednesday, May 12, 2004. Please paperclip or binder-clip the original application: DO NOT staple or bind this original application. Facsimile copies will NOT be accepted.

Applicant Agency

For local government pass-through awards the applicant agency is the city or county. Therefore, neither a Juvenile Court nor a Police Department can be the Applicant Agency, it must be the County or the City under which they operate. For broader impact awards the applicant agency can be a city or county, state agency/division, or non-profit organization.

Authorized Official/Check Payee

The Authorized Official for a unit of local government is the mayor, presiding commissioner, or city/county administrator with the Check Payee as the city or county. The Authorized Official for a State Agency is the Department/Division Director with the State Agency as the Check Payee. The Authorized Official for a Private or Non-Profit Organization must be the individual who has the legal authority to bind the organization in a contract with the Check Payee as the nonprofit organization, to the attention of the Financial Director. No exceptions.

Project Director

This is the person responsible for the project and will be the direct contact for all correspondence from the Department of Public Safety throughout the grant period. If a local government assigns JAIBG project development/implementation to a law enforcement agency, the project director MUST be the Chief of Police or the Sheriff.

The Authorized Official must sign the following:

- ☐ Application for Funding
- ☐ Certification of Cash Match
- ☐ JAIBG Program Specific Assurances
- ☐ JAIBG Program Purpose Area Waiver Request (if applicable)
- ☐ Controlled Substance Testing Policy
- ☐ Certification of 501(c)(3) Status if applicable; only for non-profit entities)
- ☐ General Certified Assurances
- ☐ Federal Certified Assurances

The Project Director must sign the following:

- ☐ Certification of 501(c)(3) Status (if applicable; only for non-profit entities)
- ☐ General Certified Assurances
- ☐ Federal Certified Assurances

APPLICATION CHECKLIST

Please submit applications in the following order:

- ☐ Application for Funding and Budget Pages - **forms**
- ☐ Juvenile Crime Enforcement Coalition Membership - **form**
- ☐ Coordinated Enforcement Plan
- ☐ Program Purpose Area Narrative/s (as applicable)
- ☐ Budget Narrative
- ☐ Budget Allocation by Program Purpose Area - **form**
- ☐ Organizational Chart
- ☐ Job Descriptions for all personnel funded through the grant
- ☐ Application Summary Report - **form**
- ☐ Certification of Cash Match - **form**
- ☐ Written certification that federal funds will not be used to supplant state or local funds (**not a form**)
- ☐ JAIBG Program Specific Assurances - **form**
- ☐ JAIBG Program Purpose Area Waiver Request (as applicable) - **form**
- ☐ Controlled Substance Testing Policy - **form**
- ☐ Certification of 501(c)(3) Status (applicable only to nonprofits) - **form**
- ☐ General Certified Assurances
- ☐ Federal Certified Assurances
- ☐ Audit Requirements - **form**
- ☐ Report of Expenditure and Check Payee Information - **form**
- ☐ Letters of Support – **Statewide applicants (not pass-through applicants)** attach three current letters of support



SECTION 1 – INSTRUCTIONS			
This application must be typewritten. Please refer to the enclosed instructions to complete this form.			
SECTION 2 – GRANT PROGRAMS			
<input type="checkbox"/> JAIBG – Juvenile Accountability Incentive Block Grant			
SECTION 3 – APPLICANT AGENCY		SECTION 8 – PROJECT TITLE	
AGENCY		FAX PHONE	
ADDRESS		SECTION 9 – TYPE OF APPLICATION	
CITY STATE ZIP		<input type="checkbox"/> New	
SECTION 4 – APPLICANT AUTHORIZED OFFICIAL		SECTION 10 – CURRENT CONTRACT NUMBER(S)	
NAME		FAX PHONE	
TITLE		SECTION 11 – APPLICANT'S FEDERAL TAX I.D. #	
AGENCY		SECTION 12 – PROGRAM PURPOSE AREA(S)	
ADDRESS		SECTION 13 – CONTRACT PERIOD	
CITY STATE ZIP		BEGINNING DATE 10/1/04 ENDING DATE 9/30/05	
SECTION 5 – PROJECT DIRECTOR		SECTION 14 – TYPE OF PROJECT	
NAME		Statewide Regional Local	
TITLE		E-Mail Address:	
AGENCY		SECTION 15 – PROGRAM INCOME	
ADDRESS		Will Program Income be generated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
CITY STATE ZIP		SECTION 16 – BUDGET	
SECTION 6 – APPLICANT FISCAL OFFICER		Total	
NAME		PERSONNEL	
TITLE		VOLUNTEER MATCH	
AGENCY		TRAVEL	
ADDRESS		EQUIPMENT	
CITY STATE ZIP		SUPPLIES/OPERATIONS	
SECTION 7 – NON-PROFIT BOARD CHAIRPERSON		CONTRACTUAL	
NAME		RENOVATION/CONSTRUCTION	
TITLE		TOTAL PROJECT COSTS	
AGENCY		FEDERAL/STATE SHARE %	
ADDRESS		LOCAL MATCH SHARE %	
CITY STATE ZIP		SECTION 17 – AUTHORIZED OFFICIAL'S SIGNATURE	
		Signature Date	

Instructions for Application for Funding

Section 1 – Instructions

This application must be typewritten.

Section 2 – Grant Programs

Select the appropriate grant program for which you are making application.

Section 3 – Applicant Agency

Enter the legal name and address of the organization that has the authority to legally bind the agency in a contract.

For an agency within a city government system (i.e. Police Department), the **city** is the applicant organization. For an agency within a county government system (i.e. Sheriff's Department, Prosecuting Attorney's Office), the **county** is the applicant organization. For an agency within a judicial circuit (i.e. Circuit Court, Juvenile Office), the **county** that provides fiscal management is the applicant organization.

JAIBG– Only state and local units of government are eligible to apply for pass-through funding. This does not apply to the competitive Statewide awards.

Section 4 – Applicant Authorized Official – *This person cannot be the same person named as the Project Director.*

Enter the name and address of the individual who has the authority to legally bind the applicant agency, as listed in Section 3, in a contract.

City Government – If the applicant agency is a city, the mayor/city administrator shall be the Authorized Official.

County Government – If the applicant agency is a county, the county commissioner/administrator shall be the Authorized Official.

Private/Nonprofit – If the applicant agency is a private, nonprofit organization, the Authorized Official must be the individual who has the legal authority to bind the organization in a contract. Any potential funds awarded as a result of this application cannot be used for the salary of the Authorized Official. Generally, the executive director of the organization or the board chairperson for the organization may act as the Authorized Official.

Section 5 – Project Director

Enter the name and address of the person who will have direct oversight of the proposed project.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

Section 6 – Applicant Fiscal Officer

Enter the name and address of the individual who has responsibility for project accounting, reporting, and closeout.

Section 7 – Non-Profit Board Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address if possible.

**This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.*

Section 8 – Project Title

Enter a carefully chosen, brief descriptive title.

Section 9 – Type of Application

Indicate the type of application based on the following:

NEW – All JAIBG awards are considered “New”.

Section 10 – Current Contract Number(s)

Indicate the DPS Contract Number if the applicant agency currently has a contract through the identified grant program.

Section 11 – Applicant's Federal Tax I.D. Number

Enter the applicant organization's Federal Tax Identification Number. This number must be included in order to document receipt of this application.

Section 12 – Program Purpose Area

Enter the appropriate program purpose areas for this proposed project. Refer to the Program Description section of the application for a listing of the appropriate program purpose areas.

Section 13 – Contract Period

Enter the appropriate contract period for this proposed project. Please see the following listing.

VOCA – October 1 through September 30

SSVF – July 1 through June 30

STOP – January 1 through December 31

Title V – October 1 through September 30

Title II – October 1 through September 30

JAIBG – October 1 through September 30

Challenge – See Program Description

Byrne – July 1 through June 30

MCLUP – July 1 through June 30

RSAT – July 1 through June 30

CLAP – July 1 through June 30

LLEBG – May 1 through October 31

LGSD – July 1 through June 30

Section 14 – Type of Project

Check the appropriate box. Pass-through awards will mark local; statewide competitively bid awards will mark “statewide”.

Section 15 – Program Income

If program income will be generated by this proposed project, please indicate in this section. Refer to the program representative for information on program income.

Section 16 – Budget

Refer to the program application for the appropriate funding categories for the proposed project. Enter the total cost amounts from each individual budget page in the appropriately identified space. Enter the total Project Cost based on the totals taken from the individual budget pages. Enter the federal/state share and the local match shares. Make sure that the total federal/state share from the individual budget pages agrees with the amount entered on this sheet. Also make sure that the total local match share calculated from the individual budget pages agrees with the amount entered in this section. Refer to the program application for the description of the local match share if required.

Section 17 – Authorized Official's Signature

This application must bear the **ORIGINAL SIGNATURE** of the Authorized Official as identified in Section 4.

PERSONNEL		PROJECT TITLE:			
		APPLICANT AGENCY:			
INSTRUCTIONS					
1. Include all personnel to be employed on the proposed project. 2. Under Title or Position , list each proposed position. 3. Under Name of the Individual , list the name of the person who will fill each proposed position (if known). 4. Show Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant funded project. 5. The Total Costs should be calculated as follows: (Salary/Month) x (% of Time on Grant) x (Months to be employed).			6. Under the Fringe Benefits section, identify the particular benefits such as social security, workers' compensation, insurance, etc. 7. Under the column entitled Basis for Cost Estimate , enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the Total Cost column.		
TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	% OF TIME ON GRANT	MONTHS TO BE EMPLOYED	TOTAL COST
SUBTOTAL					\$
FRINGE BENEFITS	BASIS FOR COST ESTIMATE				
F.I.C.A. & Medicare (.0765) PENSION/RETIREMENT LIFE INSURANCE MEDICAL INSURANCE UNEMPLOYMENT COMPENSATION WORKERS' COMPENSATION LIAB. OTHER (PLEASE IDENTIFY)					
SUBTOTAL					\$
State/Federal Share	\$	TOTAL PERSONNEL COST			\$
Local Share	\$				

TRAVEL		PROJECT TITLE:	
		APPLICANT AGENCY:	
INSTRUCTIONS			
1. Itemize travel expenses by event. 2. Under the Item , list the type of travel (local, in-state, out-state), location, and reason for travel. 3. Under the Basis for Cost Estimate , supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling. 4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee.		6. Tuition and registration fees for eligible training <u>must be listed under the Supplies/Operations</u> category. 7. Enter the costs in the Total Cost column. 8. The amount of mileage allowance shall not exceed 33¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above.	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL TRAVEL COST	\$
Local Match Share	\$		

EQUIPMENT	PROJECT TITLE :		
	APPLICANT AGENCY:		
INSTRUCTIONS			
1. Equipment is defined as tangible personal property having a useful life of more than one year. 2. Under the Item column, describe each type of equipment in terms of size, capability, etc.		3. Under the Basis for Cost Estimate , list the number of units of each type of equipment and provide a unit cost. 4. Under the Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL EQUIPMENT COST	
Local Match Share	\$		

SUPPLIES/OPERATIONS		PROJECT TITLE:	
		APPLICANT AGENCY:	
INSTRUCTIONS			
<p>1. Under the Item column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.</p> <p>2. Under the Basis for Cost Estimate column, list the cost per unit and the number of units requested.</p>		<p>3. Under Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).</p> <p>4. Tuition and registration fees for eligible training must be listed on this page.</p> <p>5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.</p>	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL SUPPLIES/ OPERATIONS COST	\$
Local Match Share	\$		

RENOVATION/CONSTRUCTION		PROJECT TITLE:	
		APPLICANT AGENCY:	
INSTRUCTIONS			
1. Under the Item column, identify the renovation/construction category. Typical categories may include: purchase of facility, site preparation, architect fees, remodeling, fixed equipment, materials, labor, and supervision. 2. Under the Basis for Cost Estimate column, enumerate the estimated costs for each category of renovation/construction/purchase of facility.		3. Record the cost under the Total Cost column. At the bottom of the Total Cost column, enter the amount to be paid from state funds and the amount to be paid from local funds. 4. Please refer to the appropriate Program Description for information regarding eligibility of Renovation/Construction costs.	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL RENOVATION/ CONSTRUCTION COST	\$
Local Match Share	\$		

INSERT JUVENILE CRIME ENFORCEMENT COALITION PAGES HERE

Category	Name	Street Address	City, State, Zip	Phone number
Police				
Sheriff				
Prosecutor				
State/Local Probation Services				
Juvenile Court				
Schools				
Business				
Prevention Organizations				
Other – Social Services				
Other – Law Enforcement				

ANY CATEGORY LEFT BLANK MUST HAVE A JUSTIFICATION ATTACHED

JCEC MUST MEET QUARTERLY – PROVIDE MEETING DATES – sign-in sheets must be kept (if it is unreasonable for a JCEC to meet quarterly, please provide a written justification)

List the number of JCEC members for each of the following categories:

Police:		Sheriff:	
Prosecutor:		State/Local Probation Services:	
Juvenile Court:		Schools:	
Business:		Prevention Organizations*:	
Other-Social Services:		Other-Law Enforcement:	

*Religious affiliated, fraternal, non-profit or social service organizations involved in crime prevention.

INSERT COORDINATED ENFORCEMENT PLAN PAGES HERE

The Juvenile Crime Enforcement Coalition shall develop this plan. **Each of the following sections must be included:**

A. Proposed Programs and Services

Insert the following here: Specify the programs and services to be provided by the use of JAIBG funds and present your rationale for their selection in view of the existing juvenile crime problem.

B. **Performance Measures:** OJJDP requires performance indicator data from the states and sub-grantees in order to demonstrate the effectiveness of the JAIBG program. In this section, it will be necessary to detail the purpose area that is being addressed, the goals and objectives, and the performance indicators that will be used to measure program effectiveness.

NOTE: All of the information regarding purpose areas and performance indicators (i.e. output indicators, short-term outcomes, and intermediate-term outcomes) must be selected from the options outlined on the attached list (pages 33-43) , and detailed in the “Performance Indicator Worksheet” also attached. For all proposed activities, please review the performance indicators and definitions provided in the “Performance Indicators” listing, and select at least one output indicator, short-term indicator, and intermediate outcome for each purpose area. Your selection of activities and indicators should be based on appropriateness to the program as well as available resources.

The Performance Indicator Worksheet is included in the “Application Checklist and Forms” section of this packet (page 32). It will be necessary to complete a Performance Indicator Worksheet(s) for each purpose area addressed by your project.

C. Impact of Proposed Programs and Services

Insert the following here: Explain what is anticipated to be the overall impact of the proposed programs and services on your service area, and how this community impact will be determined.

D. Evaluation Procedure

Insert the following here: Describe the process to be used to determine the effectiveness of your program and the effect of your program on the juveniles served.

E. Report of Success

Insert the following here: Provide information regarding whether or not your goals and objectives have been attained to date. Include evaluation results from previous funding through the JAIBG program. **NOTE: This component is not applicable to new projects funded through the JAIBG program.**

Performance Indicator Worksheet (please copy & attach as many sheets as necessary)

Program Purpose Area #:

Goal(s):

Objective(s):

Proposed Activity	Performance Indicator (you must choose at least one Output, one short-term, and one intermediate indicator from attached list for each activity).
	<p>Output Indicator(s):</p> <p>Short-Term outcome indicator(s):</p> <p>Intermediate-term outcome indicator(s):</p>

PERFORMANCE INDICATORS

Purpose Area	Indicators	Performance Measures
1. Developing, implementing, and administering graduated sanctions for juvenile offenders.	Output Indicators	Number of graduated sanctions policies instituted
		Number of juvenile justice units that are implementing graduated sanctions programs
		Number and percent of programs using graduated sanctions
		Number and percent of youth served to whom graduated sanctions were applied
		Number of supervision meetings per youth in graduated sanctions programs
		Number and percent of youth who had a behavioral contract developed when they entered a program that was part of a graduated sanctions approach
		Number of sanctioning options available at each level (immediate, intermediate, secure care, and aftercare/reentry)
		Number and percent of staff trained on the use of graduated sanctions
	Short-Term Outcome Indicators	Number and percent of sanctions that were successfully contested
		Number of hours of service received per youth
		Cost savings
		Number and percent of cases that result in alternatives to detention
		Number and percent of cases that result in: community service, monetary restitution, and direct service to victims
		Number and percent of sanction changes that were from a less restrictive to a more restrictive sanction
	Intermediate-Term Outcome Indicators	Time in hours from infraction to sanction
		Number and percent of youth who were monitored according to the terms in their behavioral contracts
		Number and percent of successful program completions
		Number of non-compliant events (e.g., missing appointments) and percent of all events that were non-compliant
2. Building, expanding, renovating, or operating temporary or permanent juvenile correction, detention, or community corrections facilities.	Output Indicators	Number and percent of new secure detention beds
		Number and percent of new non-secure corrections beds
		Number and percent of square feet of improved space
		Number of square feet of operational client space
		Number and percent of new client service slots (non-residential)
		Number and percent of staff salaries paid
		Amount spent on program supplies and percent of total supply budget
		Amount spent on other operating costs and percent of total other operating costs

Purpose Area	Indicators	Performance Measures
	Short-Term Outcome Indicators	Amount and percent of staff time spent on security
		Amount and percent of staff time spent on behavioral management
		Amount and percent of staff time spent on individual counseling
		Number of square feet per youth
		Percent of capacity
		Number and percent of youth fulfilling their court-determined length of stay
		Number and percent of days operated at full capacity
		Percent of space that is used as intended
	Intermediate-Term Outcome Indicators	Number of safety violations
		Number of disciplinary actions against youth
		Number of disciplinary actions against staff
		Number of physical injuries to youth
		Number of physical injuries to staff
		Number and percent of youth held in secure detention
		Number of hours youth were held in secure detention
		Number and percent of youth placed elsewhere because of lack of space
3. Hiring juvenile court judges, probation officers, and court- appointed defenders and special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders to promote the effective and expeditious administration of the juvenile justice system.	Output Indicators	Amount of funds spent on pretrial services
		Number and percent of each of the following types of staff hired: judges, probation officers, defenders, special advocates, pretrial service staff
		Number of cases per staff member
		Number and percent of vacant positions for each of the following staff types: judges, probation officers, defenders, special advocates, pretrial service staff
		Number of pretrial service types
		Number of pretrial service slots
		Number of hours of training about pretrial services offered to staff
		Number and percent of staff trained in pretrial services (including screening)
	Short-Term Outcome Indicators	Number of youth to receive pretrial services
		Number of pretrial services received per youth
		Number of hours per week and percent of staff time spent directly serving clients
		Number and percent of youth screened
		Number and percent of youth assessed
		Average time in hours from first contact to screening

Purpose Area	Indicators	Performance Measures
	Intermediate-Term Outcome Indicators	Average time in hours from screening to assessment
		Number and percent of youth to receive mental health services
		Average time in days from case assignment to first meeting between staff member and youth or family
		Number and percent of complete case files
		Average time in days from referral to pretrial services to completion of pretrial processing
		Number and percent pretrial appointments missed by youth or families
		Number and percent of youth to go through the system as intended (no service gaps, in the intended order, etc.)
4. Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and case backlog reduced.	Output Indicators	Number and percent of new prosecutors hired
		Number and percent of vacant prosecutor positions
		Ratio of prosecutors to cases involving violent offenders
	Short-Term Outcomes	Number and percent of specialized prosecutors
		Length of employment in months per prosecutor
		Number and percent of court units restructured
		Number of staff per manager
	Intermediate-Term Outcomes	Average number of days from arrest to first court date (days)
		Number of days from arrest to case disposition (days)
		Number and percent of days per youth spent in detention between arrest and case disposition
5. Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.	Output Indicators	Amount of funds allocated to programs that help prosecutors address cases involving drugs, gangs, or youth violence
		Amount of funds spent on equipment for prosecution of cases involving drugs, gangs, or youth violence
		Number and percent of prosecutors trained in topics related to drugs, gangs, or youth violence
		Number of hours of training offered to prosecutors on topics related to drugs, gangs, or youth violence
		Number of hours of mentoring that new prosecutors receive in their first 6 months
	Short-Term Outcomes	Number and percent of prosecutors that handle cases involving juvenile offenders exclusively
		Number and percent of cases disposed involving drugs, gangs, or youth violence
		Number and percent of violent offenders cases prosecuted on a “fast track”
		Number of options available for handling cases involving drugs, gangs, or youth violence
		Time in hours spent per month by prosecution staff coordinating between other court units

Purpose Area	Indicators	Performance Measures
	Intermediate-Term Outcomes	Number and percent of cases involving drugs, gangs, or youth violence to be prosecuted through a <u>community prosecution</u> program
		Time in days from a case being assigned to the prosecution unit to disposition for cases involving drugs, gangs, or youth violence
		Ratio of senior staff to junior staff
		Hours and percent of prosecutor hours per month spent on cases involving first time offenders
6. Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.	Output Indicators	Number and percent of law enforcement staff trained in preventing or controlling juvenile crime
		Number and percent of court personnel trained in preventing or controlling juvenile crime
		Number of hours of training offered to law enforcement staff
		Number of hours of training offered to court personnel
	Short-Term Outcomes	Number and percent of staff to rate the training received as helpful
		Number and percent of staff trained who take additional courses on prevention and control of juvenile crime
		Number and percent of sick days taken by law enforcement staff or court personnel
		Number and percent days law enforcement staff or court personnel are late to work
		Number and percent of law enforcement staff or court personnel rated as improved by supervisors
		Number and percent of law enforcement staff or court personnel to leave the office/unit
	Intermediate-Term Outcomes	Number of staff/youth conflicts
		Number of staff reprimands
		Number of complaints about staff filed by youth
		Number and percent of policies based on a <u>public health approach</u> to crime control and prevention
7. Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.	Output Indicators	Number and percent of staff trained on gun court procedures
		Number of hours of training on gun court procedures offered
		Number and percent of arrests for gun offenses in which a juvenile offender is assessed for participation in the gun court
		Number and percent of families of youth charged with gun offenses who are assessed
		Number of agencies involved in the gun court
		Number of gun court slots
	Short-Term Outcomes	Time in days from arrest to enrollment in the gun court
		Number of treatment (clinical) slots available to the gun court
		Number of types of treatment (clinical) offered through the gun court
		Number of service (non-clinical) slots available to the gun court

Purpose Area	Indicators	Performance Measures
	Intermediate-Term Outcomes	Number of types of service offered through the gun court
		Number and percent of eligible youth to enter the gun court
		Number of judicial contacts per youth per month
		Number of hours of treatment received per youth participating in the gun court
		Service intensity
		Number and percent of families of participants to actually participate in at least one recommended service (not including court appearances)
		Number of different services and treatments received by youth gun court participants
		Number of days of youth participation in the gun court
		Number and percent of youth to successfully complete treatment/services referred to as part of the gun court
		Number and percent of youth to successfully complete their gun court requirements
		Cost savings per case
		Number and percent of court appearances missed by gun court participants
		Number and percent of gun court participants for whom a bench warrant is issued
8. Establishing drug courts for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and the integrated administration of other sanctions and services for such offenders.	Output Indicators	Number and percent of staff trained on drug court procedures
		Number of hours of training on drug court procedures offered
		Number and percent of youth charged with drug offenses, who are assessed
		Number and percent of families of youth charged with drug offenses, who are assessed
		Number of agencies involved in the drug court
		Number of drug court slots
		Time in days from arrest to enrollment in the drug court
	Short-Term Outcomes	Number of clinical treatment slots available to the drug court
		Number of types of treatment (clinical) offered through the drug court
		Number of service (non-clinical) slots offered through the drug court
		Number of types of non-clinical service offered through the drug court
		Frequency of drug testing
	Intermediate –Term Outcomes	Number and percent of eligible youth to enter the drug court
		Number of judicial contacts per youth participating in the drug court
		Number of hours of treatment received per youth participating in the drug court
		Number and percent of youth to test positive for drug use
		Service intensity
		Number of families of participants to actually participate in at least one recommended service (not including court appearances)
		Average number of different services received by youth drug court participants

Purpose Area	Indicators	Performance Measures
		Number of days of youth participation in the drug court
		Number and percent of youth to successfully complete treatment/services referred to as part of the drug court
		Number and percent of youth to successfully complete their drug court requirements
		Cost savings per youth
		Number and percent of court appearances missed by drug court participants
		Number and percent of drug court participants for whom a bench warrant is issued
9. Establishing and maintaining a system of juvenile records designed to promote public safety.	Output Indicators	Number and percent of units of local government (ULG) that have automated data systems
		Number and percent of cases that are in the <u>automated systems</u>
		Number and percent of data elements that are automated
		Number and percent of staff trained to use the <u>automated systems</u>
		Number of hours of training provided on the automated systems
	Short-Term Outcomes	Number and percent of case files that are completely automated
		Number and percent of staff with access to the automated system
		Number and percent of programs about which the data are complete
		Number of complaints about data accuracy (including timeliness)
	Intermediate-Term Outcomes	Time in hours from contact to information being entered into the system
		Time required for client administration
		Percent of redundant assessments/intakes performed
		Number and percent of requests for missing information about a youth or case
		Number and percent of data/information requests that must be submitted more than once
		Number and percent of units with agreements to use common intake/assessment forms
		Number of data queries
		Number of different standard reports that are programmed into the system
10. Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal	Output Indicators	Number of partner agencies
		Number of data elements shared among partner agencies
		Number and percent of youth about whom there is a complete case file
		Number and percent of staff trained on information sharing
		Number of hours of training provided about the information sharing
	Short-Term Outcomes	Staff time required to access client data from outside agencies
		Number of interagency information requests
		Average time in hours from information request to information receipt

Purpose Area	Indicators	Performance Measures
delinquent or criminal acts.		Number and percent of youth that are referred for similar services through different agencies or staff (i.e., redundant referrals)
		Number and percent of youth on waiting lists for treatment or service
		Number and percent of days youth spend on waiting lists for treatment or service
		Number and percent of youth who cannot receive identified services (e.g., slots full, service not provided locally)
	Intermediate-Term Outcomes	Time to service (days)
		Number and percent of youth about whom information is shared across agencies
		Number and percent of youth to enter services or treatment to which they are referred
		Number and percent of services and treatments successfully completed by youth
11. Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.	Output Indicators	Number and percent of staff trained in accountability programming
		Number of hours of training about accountability programming offered
		Number of accountability programs in operation
		Number and percent of justice agencies providing accountability programming
		Number of accountability program slots
	Short-Term Outcomes	Number of supervision meetings per youth per month
		Time in days from offender intake into the accountability program to receipt of a sanctions schedule
		Number and percent of youth with a behavioral contract developed at their intake into the accountability program
	Intermediate-Term Outcomes	Time in hours from infraction to sanction
		Number and percent of sanctions that are successfully contested by youth or their families
		Number and percent of youth referrals across departments, organizations, agencies or units
		Number and percent of eligible youth to enter an accountability program
		Number and percent of youth to receive aftercare services
		Average percent of days youth received treatment/services
		Number and percent of youth assigned to alternatives to detention
		Number of days of program participation per youth
		Number and percent of youth to complete their accountability program successfully
12. Establishing and maintaining programs to	Output Indicators	Number and percent of intake units using valid and reliable risk assessments

Purpose Area	Indicators	Performance Measures
conduct risk and needs assessments of juvenile offenders that facilitate the effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment to such offenders.		Number and percent of intake units using valid and reliable needs assessments
		Number of sources used in assessment process
		Number and percent of assessment staff with specialized training
	Short-Term Outcomes	Number and percent of youth fully assessed using risk and needs assessments
		Of the total number of youth identified as needing substance abuse treatment, the percent identified through the screening/assessment process
		Of the total number of youth identified as needing mental health services, the percent identified through the screening/assessment process
		Average time in hours from first justice contact for current offense to youth screening
		Average time in hours from screening to assessment
		Average time in days from assessment to first service receipt
		Number and percent of referrals to primary prevention services
		Number and percent of referrals to secondary prevention services
		Number of different service referrals per youth
		Number and percent of youth fully assessed using risk and needs assessments
	Intermediate-Term Outcomes	Of the total number of youth identified as needing substance abuse treatment, the percent identified through the screening/assessment process
		Of the total number of youth identified as needing mental health services, the percent identified through the screening/assessment process
		Average time in hours from first justice contact for current offense to youth screening
		Average time in hours from screening to assessment
		Average time in days from assessment to first service receipt
		Number and percent of referrals to primary prevention services
		Number and percent of referrals to secondary prevention services
		Number of different service referrals per youth
	Output Indicators	Percent of time per week spent on accountability programming
		Number and percent of school staff trained to implement accountability programming
		Number of graduated sanctions options per level (immediate, intermediate, secure care, aftercare)
		Number of accountability programs operating
		Number of graduated sanctions slots per level (immediate, intermediate, secure care, aftercare)

Purpose Area	Indicators	Performance Measures
	Short-Term Outcomes	Number and percent of staff participating in accountability programs
		Number of school-community partnerships
		Number of school-justice partnerships
		Number of school safety programming options in place
		Number and percent of youth to receive a sanctions schedule at school orientation
	Intermediate-Term Outcomes	Time in hours from infraction to sanction
		Number and percent of misconduct events handled using accountability sanctions/guidelines
		Number of target youth referred to the justice system
		Number of formal incident reports
		Number of crimes reported to the police
		Number and percent of teachers threatened at school
		Number of weapons seized
		Average number of hours youth spend out of learning activities
14. Establishing and maintaining restorative justice programs.	Output Indicators	Number of restorative justice programs implemented
		Number of any of the following events: victim offender mediation/dialogue; family group conferencing; peacemaking circles; restitution; personal services to victims; community services; apologies; victim/community impact panels; community/neighborhood impact statements; victim empathy groups/classes
		Amount of funds allocated to restorative justice programming
		Number of restorative justice program slots
		Number of hours of restorative justice training offered to justice staff by type (orientation, continuing education, cross training with community-based organizations)
		Number of hours of community outreach about restorative justice programming
	Short-Term Outcomes	Number and percent of times restorative justice is part of case dispositions of juvenile offenders
		Number and percent of target youth to receive restorative justice programming
		Number of restorative justice sanctioning options available
		Number and percent of offenses for which <u>restorative justice</u> is an option

Purpose Area	Indicators	Performance Measures
	Intermediate-Term Outcomes	Number and percent of crime victims to participate in restorative justice programming
		Average time in hours from crime report to first contact between victim and victim advocate
		Average time in hours spent by victim advocates with victims
		Average number of contacts between victim and victim advocate
		Number and percent of cases in which victims had input into the offender's disposition
		Number and percent of cases in which community members had input into the offender's sentence
		Number and percent of offenders to pay monetary restitution
		Number and percent of offenders to receive skills building and training
		Number and percent of youth to successfully complete their restorative justice requirements
15. Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing juvenile recidivism.	Output Indicators	Number of accountability programs in operation
		Number of types of accountability programs
		Amount of funds allocated to accountability programming
		Number of court/probation units with accountability programs in place
		Number of accountability program slots
	Short-Term Outcomes	Number and percent of cases for which accountability options are used as part of the court/probation process
		Number and percent of cases for which the judge has complete youth case files prior to sentencing
		Number and percent of youth that go through the court or probation system to participate in accountability programming
		Number of accountability sanctioning options available
		Number and percent of juvenile justice offenses for which accountability programs are an option
		Number of youth per probation officer
		Number of supervision meetings per youth per month
		Number and percent of non-compliance events (e.g., missed court dates, positive drug tests)
		Number and percent of probation contacts that are proactive
		Number and percent of youth to have a behavioral contract developed at intake
		Average time in hours from infraction to sanction
	Intermediate-Term Outcomes	Number and percent of modifications that resulted in more restrictive release conditions
		Number and percent of youth to have <u>revocation hearings</u>

Purpose Area	Indicators	Performance Measures
		Number and percent of youth to complete their justice requirements successfully
16. Hiring detention and corrections personnel, and establishing and maintaining training programs for such personnel to improve facility practices and programming.	Output Indicators	Number and percent of staff hired
		Number and percent of vacant positions
		Ratio of youth to staff
		Number and percent of programs with vacant staff positions
		Number and percent of staff trained in improving facility practices and/or programming
		Number of hours of training offered in improving facility practices and/or programming
	Short-Term Outcomes	Staff time spent on <u>security</u>
		Number and percent of staff to rate the training received as helpful
		Number and percent of staff trained who take additional courses on improving facility practices and programming
		Number and percent of sick days taken
		Number and percent of days employees are late to work
		Number and percent of staff rated as improved by supervisors
		Number and percent of staff to leave the office/unit
	Intermediate-Term Outcomes	Staff time spent on <u>security</u>
		Number and percent of staff to rate the training received as helpful
		Number and percent of staff trained who take additional courses on improving facility practices and programming
		Number and percent of sick days taken
		Number and percent of days employees are late to work

INSERT PROGRAM PURPOSE AREA NARRATIVE PAGE/S HERE

Note: If only one project within a single program purpose area is selected, the Coordinated Enforcement Plan will serve as your narrative description.

Provide a separate description for each program purpose area selected. Provide an abbreviated, concise response for each of your program purpose areas following the general outline for the Coordinated Enforcement Plan.

INSERT BUDGET NARRATIVE PAGE/S HERE

Be sure to address each budget line item in narrative form.

EXAMPLE:

If you are purchasing videos and workbooks for an anger management class, your budget justification might look something like this:

Stress Management, Decision Making, Anger Management, Conflict Resolution, and Communication Kits:

We currently are using outdated videos and do not have workbooks to supplement the videos. We feel that these videos are on topics that affect the youth in the program tremendously and would help them learn to control their anger and make better decisions thereby reducing their rates of recidivism.

BUDGET ALLOCATION BY PROGRAM PURPOSE AREA

Do not include matching funds in this table

Federal Award Amount:	\$	Administrative:	\$
Purpose Area 1:	\$	Purpose Area 2:	\$
Purpose Area 3:	\$	Purpose Area 4:	\$
Purpose Area 5:	\$	Purpose Area 6:	\$
Purpose Area 7:	\$	Purpose Area 8:	\$
Purpose Area 9:	\$	Purpose Area 10:	\$
Purpose Area 11:	\$	Purpose Area 12:	\$
Purpose Area 13:	\$	Purpose Area 14:	\$
Purpose Area 15:	\$	Purpose Area 16:	\$

Note: this information may need to be changed if a budget revision is submitted during the grant period.

JAIBG Application Summary Report

(Please Type)

Please Circle Program Purpose Area Number(s)		Total Cost of JAIBG Project(s): \$
1. Construction of Detention Facilities 2. Sanctions 3. Improving Juvenile Justice Administration 4. Hiring Prosecutors 5. Prosecutor Funds-Drug/Gang, etc. problems 6. Prosecutor Technology Funding	7. Juvenile Courts & Probation Offices 8. Juvenile Gun Courts 9. Juvenile Drug Courts 10. Interagency Information Sharing 11. Protecting Students/School Personnel 12. Implementation of a Controlled Substance Policy	Local Match Amount: \$
Project Title:		
Applicant: (Agency & Address)		Phone: Fax:
Project Director:		
Geographic area(s) (cities, counties or judicial district, etc.) to be served by this project.		
Percent of funds allocated for program purpose areas 1,2, or 10 _____	Percent of funds allocated for program purpose areas 3 through 9 _____	
Desired Outcome:		

Certification of Cash Match Contract Period – 10/1/04 to 9/30/05	
Project Title:	Project Director:
The purpose of this form is to identify the amount of cash to be contributed as a matching contribution and to assure that the match in question conforms to definition and standards established under this program.	
INSTRUCTIONS:	
1. Type the title of the project in the space provided.	
2. In the space provided, please list the name and address of the contributing organization and show the total amount of the cash contribution.	
3. This form must be signed and dated by the authorized official of each contributing organization.	
These funds must be identified in state or local agency budgets or appropriations and must be in addition to funds that would otherwise be made available for crime prevention programming. Identification requires an earmarking in some documents(s) associated with the appropriation or budget process.	
Contributing Organization(s)	Amount
Name Title Address Signature: _____	 \$
Name Title Address Signature: _____	 \$
Name Title Address Signature: _____	 \$
TOTAL CASH MATCH	\$
This certifies that the funds identified above are in accordance with the guidelines set forth by the Missouri Department of Public Safety.	
Applicant Authorized Official: _____ Date: _____	

JAIBG PROGRAM SPECIFIC ASSURANCES

Project Title:

Unless a waiver is requested and granted, local units of government receiving JAIBG funds must assure that other than funds set aside for administration, not less than 45 % is allocated for program purpose areas 3-9, and not less than 35% is allocated for program purpose areas 1, 2, or 10. A local government must request a waiver to spend its funds in a proportion other than the 45/35 % minimums. With or without waiver, all program funds must be expended for programs with the 16 authorized program purpose areas.

In addition, local units of government are required to establish a Juvenile Crime Enforcement Coalition which is responsible for developing a Coordinated Enforcement Plan for reducing juvenile crime and increasing juvenile accountability.

- It is assured not less than 45% will be allocated for program purpose areas 3-9, or a waiver has been requested;
- It is assured not less than 35% will be allocated for program purpose areas 1, 2, or 10; or a waiver has been requested.
- It is assured that a Juvenile Crime Enforcement Coalition will be established, and it's membership information included with the Allocation Application;
- It is assured such Coalition will develop a Coordinated Enforcement Plan to be included with the Allocation Application.

Signature of Authorized Official

Date

JAIBG PROGRAM WAIVER REQUEST

Project Title

Waiver requests to deviate from the program purpose area expenditure formula established, require the local government to provide information and a rationale for the alternative expenditure rate. Such explanation must include information on their analysis of juvenile justice needs within the local government designated service area; the rationale for their program selection's expenditure; and the availability of existing structures or initiatives within the intended areas of expenditure, or the availability of alternative funding sources for those areas.

This waiver by the requesting local government certifies that the interests of public safety and juvenile crime control would be better served by expending the allocated JAIBG funds in a proportion other than the 45/35% minimums.

(Please use no more than the space available on this page for your explanation)

Signature of Authorized Official

Date

JAIBG CONTROLLED SUBSTANCE TESTING POLICY

Units of local government must have an established policy in place for controlled substance testing of appropriate categories of juveniles within the juvenile justice system prior to receiving their JAIBG award. An official policy not to test at the local government level is a legitimate juvenile controlled substance testing policy. Your juvenile controlled substance testing policy is a component of the JAIBG allocation application.

Whether a given local government has direct responsibility for controlled substance testing will determine the established policy in place and the parameters of its operation.

Please complete and check the appropriate response.

It is hereby certified the local government of _____
(Name of City or County)

_____ *does not have direct responsibility for the controlled substance testing practices and policies of juveniles within the juvenile justice system.*

_____ *has implemented the attached controlled substance testing policy of appropriate categories of juveniles within the juvenile justice system. Said policy follows and completes this form.*

Signature of Authorized Official

Date

CERTIFICATION OF 501(c)(3) STATUS	
Agency Name:	
Project Title:	Contract Number:

This form is to be completed by non-governmental, nonprofit organizations only.

Programs receiving an award through this grant must be operated by a public agency or nonprofit organization, or a combination of such agencies or organizations, or of both such agencies and organizations.

Nonprofit organizations are required to have IRS 501 (c)(3) status or evidence that application for 501 (c)(3) status has been made.

Signature hereto certifies that your agency currently has an IRS 501 (c)(3) status or has made application for IRS 501 (c)(3) status.

Authorized Official

Date

Project Director

Date

JJDP CERTIFIED ASSURANCES

AGENCY NAME:

PROJECT TITLE:

In addition to the general terms contained in the *Application Packet*, and the *Federal Assurances*, the applicant is also conditioned upon and subject to compliance with the following assurances:

1. The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.

2. Monthly Program Reports for Title II, Title V, Challenge, and JABG subcontracts are due the 10th of each month.

3. The applicant agrees to submit, within 15 days of the project period ending date, a performance report which will include a summary description of the project; the data collected on the performance indicators included in the program description of the application package; the results of the evaluation process; and a brief assessment of impact.

4. The applicant agrees to comply with the provisions outlined in the Program Description for the Title II, Title V, Challenge, and JABG grant programs.

5. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel/motel and meal receipts must be on file. Maximum amounts have been established for mileage, meals and other expenses. **Check with the Department of Public Safety for current rates.** Reimbursement of travel expenses will not occur until after the travel has taken place. Prior approval must be obtained from the MODPS prior to attending any training / travel that is not specifically outlined in the approved budget.

6. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.

7. **Supplies\Operating Expenses:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget. Documentation in the form of paid bills and vouchers must support every expenditure requested for reimbursement. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing

same. Reimbursement of conference registration fees will not be provided until the conference has taken place.

8. **Personnel:** The applicant assures that any personnel costs shall be supported by time and attendance records and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved.

9. **Local Share:** The approved match must be expended within the period for which federal funds are available for expenditure under the approved contract. Records must be maintained to show the amount and timing of the match. These records are subject to audit in the same manner and to the same extent as books and records dealing with federal funds.

Failure to provide the approved match may result in your agency being required to refund the federal share to the Missouri Department of Public Safety.

10. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs.

11. Budget Revisions:

Formal Budget Revisions: Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain types of changes to the budget or project scope. These types of changes are listed below:

- The addition or deletion of a specific budget line item
- Monetary changes in the approved budget categories
- A change in the scope of the project
- A change in or temporary absences of the project director or authorized official
- A change in the project site
- A change in the name of the agency

Prior approval must be received from the Missouri Department of Public Safety for any **programmatic** changes in the contract.

Timing of Formal Budget Revisions: If a budget or programmatic revision is required, the request for a change must be submitted at least 30 days prior to the proposed change taking effect and at least 60 days prior to the end of the contract. Budget revisions must be requested on the required form. Budget revisions will not

be retroactive unless there are extenuating circumstances presented.

Administrative Guidelines for the Title II, Title V, Challenge, and JABG grant programs.

12. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:

- a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided which shall not exceed the length of the grant period.
- b. A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety, Office of the Director, upon their ratification.
- c. Payments must be supported by statements providing the services rendered and supporting the period covered.
- d. **Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety, Office of the Director.**
- e. **Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. The maximum rate for consultants is \$450 (excluding travel and subsistence costs for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to time required for actual performance. A request for over \$450 per day requires prior approval and additional justification.**

13. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to be sole source procurement. Sole source procurement on purchases with an individual cost from \$3,000 to \$100,000 requires **prior** approval by the Department of Public Safety.

In addition, sole source procurement for amounts in excess of \$100,000 requires **prior** U.S. Department of Justice approval.

14. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
15. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall only be used for allowable activities as outlined in the Program Descriptions and the Missouri Department of Public Safety's Financial and

16. The applicant assures that federal block and formula grant funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities of this project
17. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
18. **Audit:** The applicant agrees to provide an annual audit of their organization, if required, in accordance with the provisions of Office of Management and Budget Circulars applicable to their organization.
19. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice.
20. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
21. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
22. The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.

23. The subgrantee agrees to account for project income generated by the activities of this subgrant, and must report receipts and expenditures of this income on a Form 312, "Report of Project Income". (NOTE: All project income must be expended during the life of the subgrant).

24. An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal

shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

25. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

Failure to comply with any of the foregoing certified assurances could result in funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance.

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application and the federal assurances.

Authorized Official DATE

Project Director DATE

FEDERAL - STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Authorized Official Signature

Date

Project Director Signature

Date

AUDIT REQUIREMENTS

As a recipient of funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$300,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$300,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



1. Date of last audit: _____ 2. Date(s) covered by last audit: _____

3. Last audit performed by: _____

Phone number of auditor: _____

4. Date of next audit: _____ 5. Date(s) to be covered by next audit: _____

6. Next audit will be performed by: _____

Phone number of auditor: _____

7. Total amount of funds received from **ALL** entities **INCLUDING** the Department of Public Safety

Federal Amount: \$ _____

State Amount: \$ _____

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: _____
(Authorized Official)

Date: _____

Agency: _____

Phone: _____

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: _(_____)_____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.*

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: _(_____)_____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

Missouri Department of Public Safety's Administrative & Financial Guidelines

FINANCIAL AND ADMINISTRATIVE GUIDELINES

I. AWARD AND ACCEPTANCE OF CONTRACT

A. Award of Contract

After completion of the review process, contract applications designated for approval are formally awarded by the Missouri Department of Public Safety in the form of the *Award of Contract* document. This award identifies the Missouri Department of Public Safety (Administrative Agency), the Contractor, the Contract Period, amount of federal funds, and the Contract Number. As appropriate, Special Conditions are included which the Contractor must meet if the award is accepted. All correspondence concerning the award shall refer to the designated Contract Number shown on the *Award of Contract* document.

B. Acceptance of Award

The *Award of Contract* constitutes a contractual agreement between the Missouri Department of Public Safety and the Contractor for use of federal funds in the implementation of the project covered by the award as outlined in the Application for Contract and Narrative Work Program. This contractual agreement may be terminated without further cause if the Contractor fails to

affirm its acceptance of the award by signing and returning the *Award of Contract* to the Missouri Department of Public Safety **WITHIN 45 DAYS** from the date of award. No federal funds shall be disbursed to the Contractor until the signed acceptance has been received by the Missouri Department of Public Safety.

C. Cancellation Conditions

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **90 DAYS** of the contract starting date, the Contractor must submit a second statement to the Missouri Department of Public Safety explaining the implementation delay. Upon receipt of the 90 day letter, the Missouri Department of Public Safety may decide to continue the contract or cancel the project.

II. PAYMENT AND REPORTING OF FUNDS

A. Report of Expenditures and Request for Reimbursement

Contractors will be required to verify, on a monthly basis, actual cash expenditures and request reimbursement for same. The *Monthly Report of Expenditures and Request for Reimbursement* is mailed to the Contractor on a monthly basis with the due date being the tenth (10th) day of each month. The *Monthly Report of Expenditures and Request for Reimbursement* is used by the Missouri Department of Public Safety to process checks sent out to the Contractor for reimbursement of expenditures. Failure to submit the required forms on time shall be taken as failure to adhere to the Acceptance of the Contract, and may result in termination.

B. Obligated Funds

Funds are considered obligated by a Contractor when a legal liability to pay determinable sums for services or goods is incurred which will require payment during the

same or future period. When a purchase order is issued, funds are considered obligated. All funds must be obligated by the contract period ending date. Any funds not properly obligated within the contract period will lapse and revert to the Missouri Department of Public Safety. Travel Expenses will only be allowed for events, training, and other activities held during the time period of the contract. Funds cannot be obligated for an activity that will take place outside of the contract period.

C. Expended Funds

Funds are considered to be expended when payment is made. Funds which have been properly obligated by the end of the contract period will have **90 days** in which to be expended. Any funds not expended at the end of that 90-day period will lapse and revert to the Missouri Department of Public Safety.

III. PROCUREMENT POLICY

A. Allowability of Costs

The Missouri Department of Public Safety has included allowable and unallowable costs in the ***Program Description***. The U.S. Department of Justice Financial Guide and ***Office of Management and Budget (OMB) Circular A-87***, “Cost Principles for State and Local Governments” and ***OMB Circular A-122***, “Cost Principles for Nonprofit Organizations” provide the principles utilized in the establishment of the allowable and unallowable costs. OMB Circulars are guides for all federal grants.

If the Contractor is uncertain as to the allowability of a cost, please contact the respective Program Specialist with the Missouri Department of Public Safety for clarification.

B. Procurement of Costs

It should be determined that the item to be purchased is an approved budget item (approved by the Missouri Department of Public Safety and shown in the application), that any necessary prior approval has been obtained, that no other item owned by the Contractor is available for the purpose, and that sufficient funds are in the budget.

All Contractors must adhere to the procurement standards contained in the OMB Circulars applicable to their organization as listed below:

- 1) **State and Local Governments – Common Rule** – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 28 CFT Part 66.
- 2) **Nonprofit Organizations – OMB Circular A-110**, Uniform Administration Requirements and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

All contractors are encouraged to use their own procurement regulations provided that the procurement regulations conform to applicable federal law and the standards identified in the Procurement Standards Sections of the Grant Common Rule or OMB Circular A-110. At a minimum, the contractor must meet the following procurement standards:

- 1) All procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.
- 2) All quotations and the rationale behind the selection of a source of supply must be retained, attached to the purchase order copy, and placed in the accounting files.
- 3) Where only one bid or positive proposal is received, it is deemed to be a sole source procurement. Sole source procurement on amounts \$3000 and over require prior approval from the Missouri Department of Public Safety. Sole source procurement of items costing \$100,000 or more requires prior U.S. Department of Justice approval
- 4) Items costing less than \$3,000 may be purchased with prudence on the open market.
- 5) All purchases estimated to cost between \$3,000 but less than \$24,999, must be competitively bid, but need not be solicited by mail or advertisement.
- 6) All purchases with an estimated expenditure of \$25,000 or over shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.

C. Contract Requirements

When a Contractor subcontracts for work or services, the following is required:

- 1) All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided which shall not exceed the length of the contract period.
- 2) A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety upon their ratification.
- 3) Payments must be supported by statements outlining the services rendered and supporting the period covered.
- 4) Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety.

IV. PROPERTY

A. Definitions

The following definitions apply for the purpose of these policies and procedures:

- 1) **Real Property** means land, land improvements, and appurtenances thereto, excluding movable machinery and equipment.
- 2) **Personal Property** means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).
- 3) **Equipment** is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.
- 4) **Non-expendable Personal Property** means tangible personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.

B. Title

Title to property acquired in whole or in part with federal funds in accordance with an approved project budget shall be vested in the Contractor, as long as said property is used for the purposes stated in the original contract application. When the property is no longer used for project purposes, the Contractor shall notify the Missouri Department of Public Safety for final disposition instructions.

C. Record Requirement

The Contractor will be required to maintain property management records. At a minimum, property management records maintained by the Contractor must meet the following requirements:

- 1) Records shall contain copies of the purchase order and invoice.
- 2) The records shall include an inventory control listing for non-expendable property. The inventory control list must be reasonably current. The system may be manual or automated, centralized or decentralized. The record must contain:
 - a. Item description;
 - b. Source of property;
 - c. Manufacturer's serial number and, if applicable, a control number;
 - d. Federally funded cost equity at time of acquisition;
 - e. Acquisition date and cost;
 - f. Location, use, and condition of property;

- g. Ultimate disposition data including sale price or the method used to determine current fair market value.

- 3) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to the property. Any loss, damage, or theft of non-expendable property shall be investigated, fully documented, and made part of the contract file.
- 4) Adequate maintenance procedures shall be established to keep the property in good condition.

D. Inventory Record Retention

Records for non-expendable property acquired with federal funds shall be retained for three years **after final disposition of property.**

E. Disposition of Personal Non-expendable Property

Contractors shall dispose of the personal non-expendable property when original or replacement equipment acquired under the award or sub-award is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency. Disposition of the equipment will be made as follows:

- a. Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Department of Public Safety.
- b. Items with a current per unit fair market value in excess of \$5,000 may be retained or sold and the Department of Public Safety shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the Department of Public Safety's share of the equipment. The seller is also eligible for sale costs.
- c. In cases where a contractor fails to take appropriate disposition actions, the Department of Public Safety may direct the contractor to take other disposition actions.

F. Intangible Property

Copyrights – Where Department of Public Safety programs produce original books, manuals, films or other material that may be copyrighted, the Contractor may

copyright such, but the administration reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, translate, or otherwise use, and to authorize others to publish and use such materials.

Patents – If any discovery or invention arises or is developed in the course of or as a result of work performed in a Contractor’s project, the Contractor shall refer the discovery or invention to the U.S. Department of Justice

which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with federal funds, all in accordance with the “Government Patent Policy” (President’s Memorandum for Heads of Executive Departments and Agencies, February 18, 1983.

V. ACCOUNTING SYSTEM AND FINANCIAL RECORDS

A. Accounting Systems

All Contractors must establish and maintain accurate financial records and an adequate accounting system to account for funds awarded to them. These records shall include both federal funds and all matching funds. An acceptable and adequate accounting system is considered to:

- 1) Present and classify costs of the contract as required for budgetary and evaluation purposes;
- 2) Provide cost and property control to assure optimal use of federal funds;
- 3) Control funds and other resources to assure that the expenditure of funds and use of property are in compliance with any general or special conditions of the contract;
- 4) Meet the deadlines for submission of financial reporting information as needed for control and evaluation of all contract costs.

B. Total Cost Budgeting and Accounting

Accounting for all contract funds shall be structured and executed on a “total program cost” basis. That is, total program costs, including federal funds and local matching funds, and any other sources included in the approved project budget, shall be the foundation for fiscal administration and accounting. Contract applications and financial reports require budget and cost estimates on the basis of total costs.

C. Contractor Responsibilities

All Contractors receiving federal funds through the Missouri Department of Public Safety are responsible for the management and fiscal control of all funds.

Responsibilities include the accounting of receipts and expenditures, the maintaining of adequate financial records and the refunding of expenditures disallowed by audits.

The Contractor is responsible for all aspects of the contract including proper accounting and financial record keeping. These responsibilities include:

- 1) Reviewing Financial Operations;
- 2) Recording Financial Activities;
- 3) Budgeting and Budget Review;
- 4) Accounting for Nonstate Contributions and Non-federal contributions;
- 5) Audit Requirements;
- 6) Reporting Irregularities.

D. Record Retention

Records of the Contractor, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records are to be retained for a period of three years pursuant to the following:

- 1) The retention period starts from the date of submission of the final Report of Expenditures or from the submission of the audit for the contract period covered.
- 2) Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under a contract or subcontract, whether they are employed full-time or part-time.
- 3) Records must be retained beyond a three-year period if an audit is in progress and/or the findings of a completed audit have not been resolved. If an audit is completed and the findings are resolved prior to the

three-year period, records will be retained until the end of the three-year period.

- 4) If state or local law requires a longer period of retention, access to the records will be allowed for purposes of audit.

- 5) The financial records must be kept in an orderly manner and be available for audit purposes to the Missouri Department of Public Safety.

- 6) Contractors are responsible for protecting their records against fire, theft, or other possible damages.

VI. MONITORING

A. Monitoring Requirements

The Missouri Department of Public Safety is required to complete a monitoring report at least once during the contract period. Additional monitoring will be conducted as needed.

Any findings as a result of the monitoring report will be reviewed and final determination made by the Director of the Missouri Department of Public Safety consistent with applicable state and federal laws, regulations, and guidelines.

B. Monitoring Purpose

Monitoring of all programs funded through the Missouri Department of Public Safety is designed to provide assistance to the Contractor both from a technical and programmatic standpoint, as well as, to provide the Missouri Department of Public Safety with the necessary information to ensure the Contractor's compliance with state and federal guidelines. This monitoring report will also be used as a tool for determining the progress of the project in achieving its outlined goals and objectives.

C. Monitoring Information Required

The following information and records will be required and reviewed at the time the monitoring report is conducted:

- 1) A brief summary of project activities to measure the performance of the project to date;
- 2) A list of project expenditures including both the local match and federal funds spent along with copies of invoices and travel vouchers;
- 3) Copies of bid records to verify compliance with local and/or state procurement policies;
- 4) An inventory listing including items with a unit cost of \$250 or more, or a useful life of more than one year, purchased under the contract;
- 5) Copies of time records for any personnel funded by the contract or used as local match under the contract;
- 6) A copy of any written operational procedures developed for the project; and
- 7) Other information pertinent to the federally funded project.

VII. AUDIT REQUIREMENTS

A. Audit Responsibilities

All Contractors are required to comply with the audit requirements contained in **OMB Circular A-133**, "Audits of States, local governments, and non-profit organizations". The required audits are to be on an organization wide basis as opposed to a grant-by-grant basis. All Contractors are further required to include in the audit report a schedule of federal assistance showing the total expenditures of each grant program. The schedule should include:

- 1) Name of federal agency;

- 2) Award amount;
- 3) Contract Period;
- 4) Expenditure activity during the audit period.

B. State and Local Units of Government

If an organization expends \$300,000 or more in federal funds in a year, the organization must have an audit performed in accordance with **OMB Circular A-133**, as amended.

The required audits are to be on an organization-wide basis, independently performed, and must be in accordance with “Government Auditing Standards” covering financial audits.

Audits under **OMB Circular A-133** shall be conducted with reasonable frequency, usually annually, but not less frequently than every two years.

C. Technical Assistance

The Office of Inspector General, Department of Justice, is available to provide technical assistance to contractors in implementing the audit requirements.

The assistance is available for areas such as:

- 1) Review of the audit arrangements and/or negotiations;
- 2) Review of the audit program or guide to be used for the conduct of the audit.

VIII. GENERAL CONTRACT REQUIREMENTS

A. Unallowable Costs

The following is a list of costs generally unallowable for all projects funded through the Missouri Department of Public Safety.

1. Real Property Acquisition;
2. Honoraria;
3. Indirect costs of conferences, symposia, and workshops including entertainment, sports, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges;
4. Bonuses or commissions;
5. Lobbying;
6. Cost of fundraising;
7. Military type equipment;
8. Compensation of federal employees;
9. Travel of federal employees.

B. Printing and Publicity

Contractors are encouraged to make the results and accomplishments of their activities available to the public through printed publication or media release.

All printed materials, however, must include an acknowledgement of the funding source similar to the following:

“This project was supported by funding made available through the Juvenile Accountability Incentive Block Grant Program administered by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention and the Missouri Department of Public Safety, Office of the Director.”

C. Termination of Contracts

In the event that the Missouri Department of Public Safety determines that a Contractor is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. Should this occur, the Contractor has the right to an appeal hearing. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

D. Criminal Penalties

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety or the U.S. Department of Justice shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code. Any justice program or project underwritten, in whole or in part, by any grant or contract of other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety or U.S. Department of Justice shall be subject to the provisions of Section 371 of Title 18, United States Code.

OMB Circulars and OC Financial Guide

The following are Office of Management and Budget (OMB) Circulars and the *OC Financial Guide*. Selected items on this list contain information and guidelines applicable to your organization. It is the responsibility of the recipient agency to comply with these federal guidelines.

Copies may be obtained from the Department of Justice Response Center at **1-800-421-6770**

OMB CIRCULAR A-21: *Cost Principles for Educational Institutions*

OMB CIRCULAR A-87: *Cost Principles for State and Local Governments*

OMB CIRCULAR A-122: *Cost Principles for Nonprofit Organizations*

OMB CIRCULAR A-102: *Grants and Cooperative Agreements with State and Local Governments*

OMB CIRCULAR A- 128: *Audits of State and Local Governments*

COMMON RULES: *28 CFR (Code of Federal Regulations) Part 66: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*

OMB CIRCULAR A-110: *Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*

OMB CIRCULAR A-133: *Audits of Institutions of Higher Education and Other Nonprofit Organizations*

OC FINANCIAL GUIDE: *A large three-ring binder publication which is a reference guide for financial management and grants administration*

FORMS THAT YOU WILL NEED IF YOUR GRANT IS AWARDED

JAIBG MONTHLY PROGRAM REPORT

Contract Period 10/1/04 – 9/30/05

NOTE: Reports received without the Contract # will not be accepted. This report must be submitted each month beginning with the report of activity beginning October 2001 regardless of activity or whether or not reimbursement is being requested for the month. The narrative portion must be typed.

Applicant Agency:		
Project Title:		
Reporting Month:	Contract #:	
Total # of Youth Served in this Program this Month:	Total # of non-duplicated youth served to date:	
Total # of Youth this month in your program with new referrals or commitment to:	a. Juvenile Courts:	
	b. Division of Youth Services:	
	c. Youth Certified:	
Of the total # of youth referred or committed this month, how many were crimes against persons:		

In narrative form, please state the progress made for each program during the reporting month. You may use additional paper as necessary.

Instructions And Definitions for the JAIBG Monthly Program Report

- 1) Please fill in the Applicant Agency, Project Title, Reporting Month, and current Contract Number.
- 2) Please list the total number of youth served this month. Please only include the number of youth served in the program funded with OJJDP funds, not for the whole agency. Each youth should be counted once for the month, even if they have had multiple services. If you have more than one program, you may list the number served by program if you choose.
- 3) Please list the number of non-duplicated youth served to date. This means the total number of youth that have participated in the program since the start of the grant period (October 1, 2001). Each youth should be counted once, even if they have participated in the program for several months. If you have more than one program, you may list the numbers out by program if you choose.
- 4) Please list the total number of youth from your OJJDP funded program that have been referred to the juvenile court during the reporting month. This does not include the initial referral for which they became part of the program.
- 5) Please list the total number of youth from your OJJDP funded program that have been committed to the Division of Youth Services during the reporting month. This does not include previous commitments.
- 6) Please list the total number of youth from your OJJDP funded program that have been Certified during the reporting month. This does not include previous certifications.
- 7) Of the total number that were referred or committed from your program to the Juvenile Courts, Division of Youth Services, or Certified, please list how many were charged with crimes against persons.
- 8) In narrative form, please answer the question that follows the table. Use additional paper as necessary.



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
REQUEST TO REVISE THE BUDGET

P.O. Box 749
Jefferson City, MO 65102
Telephone: 573-751-4905
FAX: 573-751-5399



Contractor Name					
Project Title			Contract Number		
COST CATEGORY	CURRENT BUDGET		REQUESTED REVISED BUDGET		NET CHANGE (+ OR -)
PERSONNEL (<i>Plus Fringes and Overtime</i>)					
VOLUNTEER TIME					
TRAVEL					
EQUIPMENT					
SUPPLIES/OPERATIONS					
CONTRACTUAL					
RENOVATION/CONSTRUCTION					
TOTAL PROJECT COSTS		100%		100%	\$0.00
TOTAL FEDERAL/STATE SHARE		%		%	\$0.00
TOTAL LOCAL MATCH SHARE		%		%	\$0.00
NARRATIVE JUSTIFICATION – Briefly explain the requested change. Explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project. Attach copies of each changed budget detail sheet.					
PREPARED BY					
Signature		Date	Telephone Number:		
			E-Mail Address:		
			Fax Number:		
APPROVED BY					
Authorized Official					Date

INSTRUCTIONS FOR REQUEST TO REVISE THE BUDGET

Contractors must make a written request for approval from the Missouri Department of Public Safety for program changes at least 30 days prior to the change and at least 45 days prior to the end of the contract period. Please see the appropriate grant program financial and administrative guidelines for contracts for further information regarding changes that require prior approval from the Department of Public Safety or contact your respective program specialist or representative.

Enter the **Contract Name** as it appears on the current Award of Contract document.

Enter the **Project Title** as it appears on the current Award of Contract document.

Enter the **Contract Number** as it appears on the current Award of Contract document.

Under the **Current Budget** column, include the current budget as approved by the Department of Public Safety. This budget will either be outlined on the Application for Funding form or on a Contract Adjustment Notice previously authorized by the Department of Public Safety.

Under the **Requested Revised Budget** column, include the new budget for which approval is being sought. Keep in mind that expenditures up to the date of the requested change in the budget must be included in this revised budget section. Make sure that the totals reflect the appropriate local match share if required.

*Under the **Net Change (+ OR -)** column, enter the difference between the current budget and the requested revised budget. For example, if the current personnel budget is \$20,000 and the requested revised budget is \$25,000, enter +\$5,000 in the Net Change column.

Attach new budget pages for any budget category for which a revision is requested. The new budget page must include expenditures up to the date of the requested change in the budget along with the requested revisions.

In the Narrative Justification section, provide a brief explanation regarding the requested change. Include the rationale for making this request. Be sure to explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project. Be as specific as possible.

Obtain proper signatures and include the telephone number, e-mail address, and fax number for the person preparing this request.

Please contact your respective program specialist or representative if you have any questions regarding this budget revision process.

INVENTORY Contract Period October 1, 2004 – September 30, 2005

Project Name:

Project Director:

Contract Number:

Item Description:

Purchase Date:	Serial Number:	PO No.:
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Cost:	Vendor No.:	Check No.
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Local (Match) Funds:	Fed/State Funds:	Grant Program:
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Item Description:		
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Purchase Date:	Serial Number:	PO No.:
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Cost:	Vendor No.:	Check No.
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Local (Match) Funds:	Fed/State Funds:	Grant Program:
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Item Description:		
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Purchase Date:	Serial Number:	PO No.:
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Cost:	Vendor No.:	Check No.
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Local (Match) Funds:	Fed/State Funds:	Grant Program:
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Item Description:		
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Purchase Date:	Serial Number:	PO No.:
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Cost:	Vendor No.:	Check No.
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Local (Match) Funds:	Fed/State Funds:	Grant Program:
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Change of Information Form

JAIBG Grant # _____

Please list any change of information form that included in your approved contract.

Agency Name: _____

Authorized Official: _____

Project Director: _____

Address: _____

Telephone: _____

Other Changes: _____

(Personnel, Board _____

Members, job descriptions _____

organizational charts etc. _____

Please attach copies if _____

necessary.) _____

****PLEASE NOTE****

Budget revisions must be submitted on a Request to Revise the Budget form, which is included in your application packet.

Signature: _____ Date: _____

(Authorized Official)

Return to:
Missouri Department of Public Safety
P.O. Box 749
Jefferson City, MO 65102-0749
Attn: Laura K. Malzner

